

# **Center for Health Information and Analysis**

## **An INET Web Application User Guide to:**

### **Adult Day Health Cost Report**

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## I. User Guide Overview.

This is a basic guide to filing the **Adult Day Health Cost Report** using the Center for Health Information and Analysis' (CHIA) (formally the Division of Health Care Finance and Policy) INET Web application.

### A. Introduction.

CHIA uses a web application for collecting Adult Day Health Cost Reports electronically. Filers will connect to this web application through CHIA's "INET" web site at: <https://dhcfpinet.hcf.state.ma.us/>. The INET site currently has several active production applications used by providers such as Hospitals and Nursing Facilities to submit various clinical and financial data.

### B. Step by Step Process.

**The following describes all the necessary steps to complete and successfully submit your annual report electronically:**

1. Register your user for INET.

You will typically need to register the **user** who will enter the data and submit the annual report. Once processed by CHIA, the registered user will receive a Login ID via email.

2. Assemble all required information for your annual report submission.
3. Login to INET <https://dhcfpinet.hcf.state.ma.us/>, using the Login ID provided to you by CHIA in Step 1.

- a. Select menu option: **Adult Day Health Cost Report**

- b. Start a new annual report filing:

- Select "Filing" and then "New ADH" in the left side pane
- Enter your Contact information into the form presented, and then save by clicking on the blue "Save" button.

You have now created a new filing. Click on Filing again in the left hand Navigation pane and note that now you see all the different sections of the cost report are available to select.

Agency Information  
Schedule A  
Schedule B

Etc...

- Enter data items - You may enter data in sequence or select the section you want to go to directly by clicking on the link in the navigation pane.
- Save - You may **save** at any point and come back later to complete your filing.

 **CAUTION...** INACTIVITY FOR 20 MINUTES WILL CAUSE THE INTERNET SESSION TO TIME-OUT, AND YOU WILL LOSE ANY UNSAVED DATA!

4. As each section of the cost report is completed, you may click on the “Error Check” button, which will just check for errors or completeness in the Schedule in which you are working. Again, remember to **save** as you complete sections.
5. **Submit** the cost report.

Your report is not ***filed*** until you have successfully ***submitted*** your data.

Once you have entered all the report details, for all required Schedules, you are ready to **submit** your information to CHIA. Click on the “Submit ADH Report” link in the left Navigation pane. A request to **submit** automatically runs a full set of ***Edit*** checks for the entire Adult Day Health cost report. If the filing passes all the required error checks, you will be presented a screen where you can sign the report (Certification by Provider). Once the document is ***signed***, the file is considered submitted to CHIA.

Please note that submitting may require cycling through the process more than once until there are no more errors. If there are any data omissions or mathematical inconsistencies, these problems will be displayed. To submit successfully you must first correct all the problems listed, and then submit again. Do this until all errors are cleared.

Upon successful submission and signing, you will see the following message on the Web form:

*Congratulations! Your report is now officially submitted, and no longer editable. A PDF version is generated and stored in the system for the record.*

*You are strongly urged to view and print the PDF for your own record by Clicking the link below: [View submitted report's PDF version](#)*

Note: The Cost Report is now officially filed, and the data is frozen. It can no longer be modified unless enabled by CHIA staff (See section C. Reopen Request).

## 6. Generate Reports.

Each individual Schedule may be printed by going to the desired Schedule page (by means of clicking the link on left side navigation pane) and then clicking the **PDF** button in the floating toolbar.

To print the entire report at any time, select the **PDF All** link found in the left side navigation pane.

Please note that the PDF generated may also be **saved as a file** for future reference without having to go out to INET. We suggest that you save the PDF version of the Adult Day Cost report for your personal records after you have successfully submitted.

### C. Reopen Requests:

After a web application submission has been completed and closed, a user may recognize that adjustments or corrections are needed. Using the web application, users must create a “**reopen request** “. Reopen requests will be reviewed and either approved or rejected by internal CHIA staff. To help ensure timely review, an email notification is automatically generated and sent to the appropriate CHIA staff within 4 hours of the request. The reopen request option is a visible link on the left side navigation pane, after you have selected the submitted Cost report that you wish to reopen.

### D. Frequently asked questions:

Q1. How do I sign up for access to CHIA’s Web site?

A1. If you are a new user, CHIA requests that you first visit our website for downloading forms that must be signed and submitted before access can be granted. There are two forms, one for new users, and a second if the ADH facility is new to the filing process. To do this:

- Go to [www.mass.gov/chia](http://www.mass.gov/chia)
- Under “CHIA Services” (bottom of the webpage), select “Reporting to the State”. Choose “INET Reporting Tools”.
- Pull up “INET Questions and Answers”. Please read through the General Questions, and then under How to Register, print the two forms within the last of the emboldened INET documents (the one with “Provider Reporting” in its title), namely the User Agreement, and Data Security Agreement.
- These must be filled out in their entirety, and signed, then FAXed to CHIA, to the attention of:

CMS Administrator at (617) 727-7662

CHIA will contact you following receipt.

If you encounter any difficulties, you may call CHIA's Helpdesk at 1-800-609-7232

Q2. What if I forget my password?

A2. Call Helpdesk (**1-800-609-7232**). They will reset your password.

Q3. I have questions concerning the content of the Adult Day Health Cost Report, or how to enter it into the Web application.

A3. Call CHIA's ADH analyst at 617-988-3139.

Q4. Is **INET** available outside the normal business hours?

A4. Yes. There are scheduled windows of routine maintenance time between 5:00AM and 8:00AM daily - that **may** affect availability. Other than that and unanticipated outages, the site is available 24 hours a day, 7 days a week. Your application liaison, however, is **not** always here during those hours.